

APPEARING BEFORE JUDGE SCOTT C. CLARKSON

Please note that Judge Clarkson promptly starts matters at the calendared hearing time. Please arrive at least five (5) minutes early to check in with the Courtroom DECRO.

Attorneys: Please have **two (2) business cards**, with your **Calendar Number** and the **name of the party you represent** (i.e. Plaintiff, John Doe or Creditor, Big Bank) written on the front of the business card.

Riverside Matters

Generally, unless otherwise instructed by the Court, parties and counsel may appear in either:

Video Hearing Room 126
3420 Twelfth Street
Riverside, CA 92501

OR

Courtroom 5C
411 West Fourth Street
Santa Ana, CA 92701

Santa Ana Matters

Appearances only in:

Courtroom 5C
411 West Fourth Street
Santa Ana, CA 92701

How do I know if I need to appear?

Unless the tentative specifically excuses appearances for a hearing, appearances are required.

May I appear telephonically?

Yes, unless specified below or otherwise instructed (please review the tentative rulings posted on the Court's website) parties may appear telephonically for hearings. Please see the link "Notice re: Telephonic Appearance Procedures," which provides instructions for telephonically appearing before the Judge.

Telephonic appearances are not allowed for the following types of hearings:

Motions anticipated to take longer than 15 minutes
Pre-Trial Conferences
Summary Judgment Motions
Trials

What if I want to make an appearance on a matter that has been VACATED?

If you would like to appear on a matter that has been vacated, please contact Chambers at least forty-eight (48) hours prior to the hearing at (714) 338-5460 with the date, time, and case number of the vacated matter that you would like to appear on. Also, please be prepared to explain why you will be appearing on a matter that has been vacated.

What to do if I'm running late?

If you are going to be late for a hearing, please contact Chambers at (714) 338-5460 and inform them of the reason for the delay and the anticipated length of delay. Failure to do so may result in your matter being called without your appearance.